



**Advisory on Bid Securities
- Tender Bonds**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are hereby being advised of the following guidelines relating to the acceptance of Tender Bonds as forms of Bid Securities.

Pursuant to Section A7.6.1 – Bid Security, Volume 2: Procurement of Goods, Services and Works in the Revised Handbook of Public Sector Procurement Procedures (March 2014): “Bid Security may be required for contract values above Fifteen Million Jamaica Dollars (JMD\$15M) as a condition of participation in procurement proceedings.” The Procuring Entity must utilize a range of 0.05% to 2% of the comparative estimate to determine and request a fixed sum for the Bid Security.

A Bid Security is a requirement used to assure compensation to the Government of Jamaica for the time and money lost, if the successful bidder fails to honour the bid and the contractual obligations therein. The procuring entity, in its discharge of the procurement function is fully responsible for ensuring that bidders are made aware of a requirement to provide a bid security.

The acceptable forms of bid security must be issued from a reputable financial institution and are limited to:

- i. an irrevocable letter of credit or
- ii. a Bank guarantee or
- iii. a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- iv. a bid-securing declaration or
- v. a certified manager’s cheque or
- vi. an insurance certificate.

A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- i. It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- ii. It is issued by a surety incorporated and domiciled in Jamaica or if the institution issuing a bond is located outside of Jamaica, it must have a correspondent financial institution located in Jamaica to make it enforceable.
- iii. It conforms with the bid validity period prescribed in the bidding documents;
- iv. It is issued in the name of the bidder. In the case of a joint venture, it must be issued in the name of all the partners in the joint venture;
- v. It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- vi. It is duly executed by the bidder/contractor. That is, it meets all the necessary legal requirements to render the document as a valid, enforceable legal instrument:
 - It is signed, witnessed and dated by all the relevant parties, as set out in the Standard Bidding Documents;
 - It is stamped by the Stamp Office of Jamaica, in keeping with the Stamp Duty Act, as proof of payment for the relevant Stamp Duty. The Stamp Duty Division within the Tax Administration of Jamaica (TAJ) issues a Vermillion seal on the bond and a validation barcode, which is placed on the reverse of the consideration (first) page.

With respect to the Stamp Duty requirement, it must be noted that the Commissioner General of the Tax Administration of Jamaica (TAJ) in the exercise of his powers under Section 80A of the Stamp Duty Act, may “enter into an agreement with any person for the composition, in accordance with the provisions of this section, of the stamp duty chargeable under this Act on any item specified in this agreement”. Under this agreement, an organization on composition will process in-house the document, putting the Stamp Duty Medallion on the documents of which the Tender Bond is included, as indication of such treatment.

That is, “The STAMP DUTY PAID” Medallion shall be printed at the top right hand corner of the first page of the Applicable Documents or as close thereto as the circumstances shall permit. Therefore, in such a case the medallion becomes the evidence as opposed to the Vermillion seal placed on documents for the walk-in taxpayers.

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Heads of Procuring Entities are advised to bring this circular to the attention of all affected personnel.



REQUEST FOR EXPRESSIONS OF INTEREST

Country: JAMAICA
Project Name: FISCAL ADMINISTRATION MODERNIZATION PROGRAMME REFORM/MODERNIZATION OF THE STATE
Sector: JA-L1039
Project #: 2658/OC-JA
Operation #: TAJ/FAMP/2017-2
IFB #: TAJ/FAMP/2017-2
Contract/Bid#: TAJ/FAMP/2017-2

The Government of Jamaica (GOJ) has secured funding from the Inter-American Development Bank (IDB) (Loan No. 2658/OC-JA) to implement the Fiscal Administration Modernization Programme (FAMP), which involves the Modernization and Strengthening of Tax Administration, Customs, Public Debt Management and the Central Treasury Management System (CTMS). The Ministry of Finance & the Public Service (MOFPS) is the executing agency for the FAMP, and a part of the proceeds of the loan is to be applied to **Consulting Services for the Implementation of a Customer Relationship Management (CRM) solution for TAJ’s Customer Care Centre (CCC) using “MS Dynamics CRM” software.** Selection will be conducted in accordance with the procedures set out in the IDB’s Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9), and is open to all bidders from Eligible Source Countries as defined in the Policies

Description of Work

This sub-project aims to improve the service delivery and operational effectiveness of the CCC by reorganizing its existing business process and upgrading the technology. It aims to enhance the call centre operation in terms of both customer information and facilitation, and stimulation of taxpayer compliance; and to achieve this with a higher level of efficiency. It also aims to build capacity of the CCC to handle an increased workload by implementing the MS Dynamics CRM software integrated with the hardware elements of the system, in particular a new Avaya Aura 6.3 PBX and fifty (50) terminals. The Consultant will be responsible for development and integration of all system elements to build a complete and fully functional CRM solution. The solution must provide integration with Interactive Voice Recorder (IVR)/PBX, document management system, tax administration systems, email and SMS. The Consultant will also conduct user training, and knowledge transfer to TAJ’s technical personnel, and be available to undertake post-implementation application support.

Invitation and Shortlisting of Firms

MOFPS now invites Expressions of Interest (EOIs) from eligible and capable firms/individuals to provide the required Consulting Services. Eligible firms/individuals will be shortlisted on the basis of the following criteria:

- Qualifications of key personnel for the task
- Relevant experience/track record including reference of work of a similar nature previously completed
- Proposal for user training and knowledge transfer to the Customers’ Technical Team
- Practical understanding of, and effective approach to the task as demonstrated at evaluation
- Ability to post a performance bond to the value of the contract
- Continuous availability over the next 1-2 years and Post implementation support

Shortlisted firms/individuals will be sent the Request for Proposals (RFP), to facilitate selection of the Consultant.

Deadline for Submission EOIs must be delivered via email (tajprocurement@taj.gov.jm) no later than **December 15, 2017**. Further information may be obtained from:

Kingston Revenue Service Centre, 2nd Floor
 1-3 King Street, Kingston
Telephone: 967-0208 or 967-9867
Facsimile number: 948-0374
Electronic mail address: tajprocurement@taj.gov.jm



THE UNIVERSITY HOSPITAL OF THE WEST INDIES

TENDER NOTICE

LABORATORY SUPPLIES FOR THE NATIONAL INFLUENZA CENTRE

The University Hospital of the West Indies, located at Golding Avenue, Mona, Jamaica, invites bids to Supply Laboratory Supplies for the National Influenza Centre at the University Hospital of the West Indies.

ELIGIBILITY OF CONTRACTORS

To be considered eligible, at the time of tender opening your tender must include the following:

- Copy of a valid Tax Compliance Certificate
- Proof of current registration with the National Contracts Commission in the category of Medical, Pharmaceutical Equipment and Supplies
- Completed and Signed Bid Submission Form

Non-compliance with all or any of the criteria above will result in automatic disqualification of tender.

SCOPE OF WORK

To Provide Laboratory Supplies

AVAILABILITY OF TENDERS

Tender documents will be available at a cost of Four Thousand Dollars (\$4,000.00) in cash or manager’s cheque payable to the University Hospital of the West Indies to the cashier, Accounts Department, Administration Building. Tender documents may be obtained on presentation of the receipt to the Procurement Unit, UHWI Administration Building, from **Tuesday, December 05, 2017 between 9:00 a.m. and 4:00 p.m.** at the address cited above.

RETURN OF TENDERS

Bids in sealed envelopes must be returned no later than **Tuesday, December 19, 2017 at 2:00 p.m.** and deposited in the marked tender box located at the Procurement Unit, Administration Building, UHWI. Bid opening will commence at **2:15 p.m. on Tuesday, December 19, 2017** in the Boardroom, UHWI. Bidders’ representatives are invited to attend the opening.

The University Hospital of the West Indies reserves the right to accept or reject all bids.

Visit our website at www.uhwi.gov.jm

THE PROJECT IS BEING FUNDED BY THE UNIVERSITY HOSPITAL OF THE WEST INDIES.

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES**

Access to Finance Project

ASSIGNMENT: Consultancy for an Assessment of the Taxation Regime for Private Equity and Venture Capital (PE/VC) in Jamaica

REFERENCE NO.: P152307

BID NO.: DBJ-017/18

SELECTION METHOD: Consultants’ Qualifications (FIRM)

The Development Bank of Jamaica (DBJ) *intends to apply* for retroactive financing from the World Bank towards the cost of Access to Finance Project, Component 2: Supporting an SME Fund for Risk Capital Financing to SMEs – and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include an assessment of the taxation regime for private equity/venture capital (PE/VC) in Jamaica over a three (3) month period. The objective of this assignment is to provide the Government of Jamaica (GOJ) with a broad understanding of the current tax regime for PE/VC in Jamaica and make recommendations on taxation regime reform that could help catalyze increased PE/VC investment.

The DBJ now invites eligible Consulting Firms to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- Tax Consultant with a degree in law and work experience in tax law.
- Specific experience related to reviewing tax issues on the private equity and venture capital sector. Experience in economies with more developed PE/VC tax regimes would be an advantage.
- Experienced in consultative research and producing high quality analyses.
- Excellent communication skills in English.
- Familiarity with local tax context in the Caribbean region, particularly in Jamaica.
- Experience working with the public sector in the area of tax law is also a plus

The Terms of Reference may be downloaded from the DBJ’s website: <http://www.dbankjm.com>.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers in Procurement regulations for IPF Borrowers, Procurement in Investment project Financing Goods, Works, Non-consulting services and consulting Services July 2016, revised November 2017 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Consultant’s Qualification-based Selection set out in the Consultant Guidelines, Section VII: Approved Selection Methods on page 49, Item 7.11 and 7.12

Further information may be obtained by sending an email to: accesstofinance@dbankjm.com or fax (876) 929-6055 or mail to the address below.

Expressions of Interest must be delivered in writing to the address below (in person, by mail, fax, or email) no later than **Friday, January 5, 2018 at 4:00 p.m.**

Development Bank of Jamaica
 Attn: Hugh Grant – Project Coordinator
 Assessment of the Taxation Regime for PE/VC in Jamaica
 11a-15 Oxford Road, Kingston 5
 Jamaica, West Indies
Tel: (876) 929-4000 / (876) 619-4000
Fax: (876) 929-6055
Email: accesstofinance@dbankjm.com

NOTICE
 PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm

GOVERNMENT OF JAMAICA

**MINISTRY OF EDUCATION, YOUTH & INFORMATION
National Textbook Programme**

INVITATION TO PUBLISHERS

The Government of Jamaica, through the Ministry of Education, Youth & Information, invites publishers to submit for its review, printed textbooks for possible use under the National Textbook Programme for September 2019 in the following subject areas:

- Mathematics – Grades 1-6
- Language Arts – Grades 4-6

For Grades 7-9

- History
- Spanish
- Geography
- Integrated Science
- Social Studies

Six (6) copies of each title relevant to the National Standards Curriculum for the listed subject areas should be delivered by **Friday, April 20, 2018** to:

**Assistant Chief Education Officer
 Ministry of Education, Youth & Information
 Media Services Unit
 37 Arnold Road
 Kingston 5
 Tel: (876) 924-9128**